

CITY OF GRANTS PASS  
COUNCIL AGENDA  
October 7, 2015  
6 p.m. City Council Meeting  
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

<b><i>Ward 1</i></b>	<b><i>Ward 2</i></b>	<b><i>Ward 3</i></b>	<b><i>Ward 4</i></b>
<b><i>Northwest Area</i></b>	<b><i>Northeast Area</i></b>	<b><i>Southeast Area</i></b>	<b><i>Southwest Area</i></b>
Dan DeYoung	Lily Morgan	Ken Hannum	Mark Gatlin
Roy Lindsay	Rick Riker	Dennis Roler	Jim Goodwin

Invocation

Flag Salute

Roll Call

1. PUBLIC COMMENT. This is the time for citizens to address the Council about an issue that is not a pending agenda item. Because your comment will not concern an agenda item, neither Council members nor staff will be able to take action at this time. The Council will usually refer the matter for a staff analysis or schedule the item for a future Council meeting. **If you have a complaint, or concerns about a city service or activity, it is best to direct your concerns to the appropriate Department Director or City Manager's office before bringing it to the Council so that staff can help you.** Please remember to address your comments to the Council rather than to City staff or audience members.

You will have three minutes to speak. Please fill out the small blue sheet and give it to the Mayor or a staff person before the beginning of the meeting. The Mayor will call on you during this section of the Agenda. If you prefer, you may put your comments in writing and give them to the Mayor or City Manager. Your comments will be given to the Council.

2. CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).  
**\*Indicates short Staff presentation and Council comment.**
  - a. Resolution authorizing the City Manager to enter into a contract for the Campus/Memorial/Pioneer Water Main Replacement; Project No. WA6249. **Pgs. 1-4**
  - b. Resolution authorizing the City Manager to close certain streets for the running of the Grants Pass Half Marathon, 10k, 5k and kids run. **Pgs. 5-24**

- c. Resolution authorizing the City Manager to enter into an agreement with MLF Enterprises, LLC for an emergency portable water treatment unit. **Pgs. 25-28**
- d. Resolution declaring certain property surplus and authorizing its appropriate disposal. **Pgs. 29-32**
- e. Motion approving the minutes of the City Council Meeting of September 16, 2015. **Pgs. 33-38**
- f. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of August 10, 2015. **Pgs. 39-44**
- g. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of August 11, 2015. **Pgs. 45-48**
- h. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of August 26, 2015. **Pgs. 49-60**

3. COUNCIL ACTION

- a. Resolution adjusting the bulk water rate in the comprehensive fee schedule. **Pgs. 61-64**
- b. Resolution authorizing the City Manager to contribute a donation to Riverside West All Sports Park for the Brady Adams Legacy monument. **Pgs. 65-67**

4. MATTERS FROM MAYOR, COUNCIL AND STAFF

- a. Committee Liaison reports.

5. EXECUTIVE SESSION 192.660 (2) (Executive session is held to discuss one of the following subjects: (a) Employment of Public Officers, (b) Dismissal or discipline of Public Officers/Employees, (c) Public Medical Staff, (d) Labor negotiations (news media not allowed without specific permission), (e) Real property transactions-negotiations, (f) To consider information or records that are exempt by law from public inspection, (h) With city attorney re: rights/duties, current-likely litigation, (i) Performance Evaluations of Public Officers, (j) Public Investments...)

None anticipated

6. ADJOURN

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:** *In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.*

Resolution authorizing the City Manager to  
enter into a contract for the  
Campus/Memorial/Pioneer Water Main  
Item: Replacement; Project No. WA6249.

Date: October 7, 2015

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**SUBJECT AND SUMMARY:**

This project will replace approximately 1900 LF of existing 2" and 6" water main with 8" ductile iron water pipe in Campus Drive, Memorial Drive and Pioneer Way.

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**RELATIONSHIP TO COUNCIL GOALS:**

This action implements the Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs.

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**CALL TO ACTION SCHEDULE:**

The notice of intent to award letter was issued on September 11, 2015. The Engineering Division has 30 days to award the project. Call to action schedule: October 12, 2015.

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**BACKGROUND:**

This project will replace existing 2" and 6" water mains in the above mentioned areas with 8" ductile iron pipe. This main installation will increase fire and domestic water flows. Two locations that have water mains crossing private property will also be eliminated.

Bids for the work were advertised on the City's Website, the Grants Pass Daily Courier, and the Daily Journal of Commerce. The bid opening for this project was September 10, 2015. Three bids were received, ranging from \$279,417 to \$325,147.50.

The lowest responsible bidder is KOGAP Enterprises, Inc. at \$279,417. This bid is below the Engineers Estimate of \$317,582 and Staff recommends awarding the bid to KOGAP Enterprises, Inc.

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**COST IMPLICATION:**

Revenue Source: This project is budgeted and funded as part of WA6249 Water Main Relocation in the Water Capital Fund.

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**ALTERNATIVES:**

The preferred alternative is to install the water main lines as proposed.

The second alternative to the water main replacement is to leave the substandard 2" and 6" mains in place, crossing private property and providing low domestic water flows to the area.

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ITEM: 2.a. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR CAMPUS/PIONEER/MEMORIALWATER MAIN REPLACEMENT; PROJECT NO. WA6249.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR  
THE CAMPUS/MEMORIAL/PIONEER WATER MAIN REPLACEMENT; PROJECT  
NO. WA6249.**

**WHEREAS:**

1. The City of Grants Pass advertised and received 3 bids for construction of the Campus/Memorial/Pioneer Water Main Replacement; Project No. WA6249; and
2. The bid from KOGAP Enterprises, Inc. has been determined to be the lowest responsible bid, its bid is complete and responsive; and
3. The City of Grants Pass has sufficient funds for the project within the Water Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to contract with KOGAP Enterprises, Inc. for the work as described in the contract documents entitled the Campus/Memorial/Pioneer Water Main Replacement; Project No. WA6249; in the amount of \$279,417 which the bid tab is attached to and incorporated herein as Exhibit "A".

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 7<sup>th</sup> day of October 2015.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_\_ day of October 2015 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_



City of Grants Pass  
Campus/Memorial/Pioneer Water Replacement  
Project No. WA6249

## BID SUMMARY

Item No.	Description of Item	Quantity	Unit	City of Grants Pass (Engineers Estimate)	KOGAP Enterprises, Inc. <sup>1</sup>	Copeland Paving, Inc. <sup>1</sup>	Timber Mountain Construction, Inc.
				101 NW 4th Street Grants Pass, OR 97526 (541) 450-4080 Fax: (541) 476-9218 NA	PO Box 688 Medford, OR 97501 (541) 776-6527 (541) 776-6539 NA	140 Aggregate Avenue Grants Pass, OR 97527 (541) 863-2380 (541) 863-7404 NA	PO Box 536 Rogue River, OR 97537 (541) 956-4700 (541) 958-8646 NA
	Addendums Acknowledged No. 1 Bid Security			NA	10%	2	3
1	Mobilization, move in of equipment and materials per APWA/ODOT Sec. 00210, complete.	1	LS	\$20,000.00	\$34,000.00	\$28,500.00	\$32,000.00
2	Work Zone Traffic Control, includes TCD, TCM and JCP per approved plans, M.U.T.C.D., and APWA/ODOT Sec. 00225 and 00225.90 (b), complete.	1	LS	\$10,000.00	\$1,950.00	\$2,900.00	\$4,100.00
3	Erosion & Sediment Control, per approved plans and APWA/ODOT Sec. 00280.00, inlet protection, Dust Control, Sediment Fence, Biofilter Bags etc. as deemed necessary. Installed complete.	1	LS	\$3,000.00	\$500.00	\$750.00	\$500.00
4	Asphalt Pavement Cutting for "T" Patch, per approved plans and APWA/ODOT Sec. 00310, 00405.48(c) and 00290.20(c) (Hazardous Waste), complete.	3346	LF	\$2.00	\$5,019.00	\$2.50	\$4.25
5	Removal of Structures and Obstructions, includes removal and proper disposal of existing AC, curb & gutter and sidewalk and saw cutting or other methods of cutting pavement, per approved plans and APWA/ODOT Sec. 00310 and 00291.20(c), (Hazardous Waste), complete.	1	LS	\$20,000.00	\$1,800.00	\$4,000.00	\$10,000.00
6	Asphalt Pavement, 1/2" dense, Level 2 mix, 3" compacted thickness, for "T" patch for trench restoration, per APWA/ODOT Sec. 00744 and GPSD #107-A, including all utility adjustments. Installed complete.	204	TN	\$140.00	\$29,580.00	\$120.00	\$24,480.00
6A	Concrete Walks, per approved plans, and APWA/ODOT Sec. 00759, includes water meter box installation and adjustment for new services being installed by City Crews. DO NOT CUT BOXES. Installed, complete.	60	TN	\$7.00	\$720.00	\$10.00	\$60.00
7	Concrete Curb & Gutter, Type "A" (Match Existing), per approved plans, GPSD #102 and APWA/ODOT Sec. 00759, installed complete.	206	SF	\$16.00	\$3,296.00	\$0.10	\$1.00
8	Concrete Residential Driveway Apron (Match Existing), per approved plans, GPSD #102-A and APWA/ODOT Sec. 00759, installed complete.	153	LF	\$8.00	\$1,224.00	\$10.00	\$1,224.00
8A	Asphalt Approaches, Method "B", including but not limited to additional crushed rock for driveway transitions. Per approved plans and APWA/ODOT Sec. 00749, installed complete.	60	SF	\$20.00	\$1,200.00	\$15.50	\$600.00
9	Topsoil, per approved plans, and APWA/ODOT Sec. 01040, Installed, complete.	20	CY	\$50.00	\$1,000.00	\$60.00	\$1,500.00
10	Re-Seeding of all disturbed areas, as per APWA/ODOT Sec. 01030, Soil Testing, including but not limited to required sampling, testing, analyses, and reports for soil particle size range, soil fertility test and soil amendment report, soil ecology analysis and soil bio-amendment report. Per approved plans, and APWA/ODOT Sec. 01040, Complete.	1	LS	\$1,000.00	\$1,200.00	\$750.00	\$500.00
11	8" Water Pipe and Fittings, CI, 52 Ductile Iron, per approved plans and, GPSD #304 and APWA/ODOT Sec. 00445. Includes pipe, fittings, valves, trench excavation, bedding and backfill per GPSD #107 and APWA/ODOT Sec. 00405, installed complete.	1917	LF	\$70.00	\$134,190.00	\$62.00	\$71.00
12A	Replace Existing SS Lateral with PVC C-900, per approved plans and APWA/ODOT Sec. 00445. Includes, pipe, trench excavation, bedding, backfill and adjustment of cleanouts, per GPSD #107 and APWA/ODOT Sec. 00405, installed complete to ROW.	5	EA	\$1,000.00	\$7,500.00	\$4,000.00	\$9,000.00
13	Fire Hydrant, Short Lead, per approved plans, GPSD #202 and APWA/ODOT Sec. 01140. Includes connections and all appurtenances and parts necessary. Includes construction of segmental retaining wall (20 SF) where necessary. Installed complete.	3	EA	\$4,000.00	\$12,000.00	\$4,200.00	\$16,200.00
14	Portable Water Service Connection, 2 inch and smaller, per approved plans, GPSD #203 and APWA/ODOT Sec. 00405, installed complete.	36	EA	\$1,000.00	\$36,000.00	\$1,600.00	\$37,800.00
15	Re-Piping to Individual Houses, as per Oregon Plumbing Specialty Code. Includes the installation of required expansion tanks, PRV's (20 each on Memorial and Pioneer) and restoration of the owner's property and/or landscaping.	1	LS	\$30,000.00	\$20,000.00	\$27,900.00	\$31,500.00
16	Air Release Valve, per approved plans, GPSD #206 and APWA/ODOT Sec. 01140. Includes all necessary parts and appurtenances. Installed, complete.	2	EA	\$1,500.00	\$3,000.00	\$1,900.00	\$4,600.00
Total (Bid Items 1-16):				\$317,582.00	\$279,417.00	\$314,929.60	\$325,147.50

\*\*\*BIDS WERE OPENED ON 9/10/15 AT 3:05 PM IN THE CITY OF GRANTS PASS CITY MANAGER'S CONFERENCE ROOM.\*\*\*

1 Copeland Paving's Total has been adjusted due to mathematical errors on Bid Item No. 16 and in the Sum of Extended Totals in the Bid Schedule.



Resolution authorizing the City Manager to close certain streets for the running of the Grants Pass Half Marathon, 10k, 5k and kids run.

Date: October 7, 2015

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**SUBJECT AND SUMMARY:**

The Grants Pass Half Marathon has been run each fall for the past nine years. The upcoming race, which uses the same route as last year, is expected to be well attended. The scheduled race date is October 24, 2015.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goals of promoting quality livability, encouraging **ECONOMIC PROSPERITY** and expanding **TOURISM AND CULTURAL OPPORTUNITIES** by promoting healthy outdoor activities that incorporate our parks and public roadways.

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**CALL TO ACTION SCHEUDLE:**

This event is scheduled for October 24, 2015. Call to action schedule: October 7, 2015.

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**BACKGROUND:**

For the last nine years a running race has been held in Grants Pass in the latter part of the fall each year. Traditionally this running race has included a half-marathon (13.1 miles), a 10k (6.2 miles) and a 5k (3.1 miles).

The race is the idea and project of the owner/operator of Competitive Athletics, Nicki Wright. For the fifth year in a row, the race will be run through downtown Grants Pass and over the Caveman Bridge by following a route down and back on 6<sup>th</sup> Street. This route was used and it was received with tremendous enthusiasm and excitement. They will also have a kid's run that will feature a costume contest. The race will be run on October 24<sup>th</sup> in the early morning hours. The attached Special Event Application details the event. (Exhibit 'A')

The streets that will be required to be closed for the operation of the Grants Pass Half Marathon are:

1. "H" Street between 6<sup>th</sup> and 5<sup>th</sup>;
2. 5<sup>th</sup> Street between "G" and "H"; and,
3. "G" Street from 6<sup>th</sup> to 5<sup>th</sup>.

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ITEM: 2.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE CERTAIN STREETS FOR THE RUNNING OF THE GRANTS PASS HALF MARATHON, 10K, 5K AND KIDS RUN.

Staff Report (continued):

All street closures will be from 7:30 a.m. through 10:00 a.m. Saturday, October 24, 2015. ODOT and Josephine County have also reviewed and approved the route as it relates to streets in their jurisdictions. ODOT has specifically approved a route that includes taking one lane and the west curb parking area of 6<sup>th</sup> Street from West Park Street to "G" Street.

In the history of Grants Pass, there have been other running races that have traveled 6<sup>th</sup> Street, all with various levels of success but none that have lasted until today. Our hope is that the current alignment for the race will continue to encourage increases in runnership and help stimulate our downtown further by giving people another opportunity to visit and take part in the "heart" of Grants Pass. In the coming years, we hope to see this event reach record numbers for entrants and take on the privilege and responsibility of being the signature late season running race in Southern Oregon.

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COST IMPLICATION:

Minimal staff time for coordination with race organizers and costs that will be incurred by the Streets Department and Public Safety.

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ALTERNATIVES:

- 1) Approve the resolution as proposed.
  - 2) Deny the proposed resolution.
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RECOMMENDED ACTION:

It is recommended Council approve the resolution authorizing the City Manager to close certain streets for the Grants Pass Half Marathon, 10k, 5k and kids run.

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POTENTIAL MOTION:

I move to approve the resolution authorizing the City Manager to close the referenced streets for the Grants Pass Half Marathon, 10k, 5k and kids run.



SUMMARY OF EVENT  
DESCRIPTIONEvent Title Grants Pass Half Marathon (5K, 10K)

Detailed description of your event, including a timeline:

Foot race Oct. 24<sup>th</sup> from 8:00am - 1:00pmWill there be an admission charge? ☐ Yes ☒ No

If yes, what will the admission charge be? \_\_\_\_\_

Location (be specific, park name and location, street name, etc.):

Starting at Reinhart Volunteer Park, West Park, 6<sup>th</sup> St.  
Gst, Hst, Lower + Upper River Roads

## Event Category (Check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Art Show                       | <input type="checkbox"/> Cultural              | <input type="checkbox"/> Festival/Celebration      |
| <input checked="" type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Dance                 | <input type="checkbox"/> Flea Market               |
| <input type="checkbox"/> Block Party                    | <input type="checkbox"/> Educational           | <input type="checkbox"/> Live Animals              |
| <input type="checkbox"/> Carnival                       | <input type="checkbox"/> Exhibits/Misc.        | <input type="checkbox"/> Museum Special Attraction |
| <input type="checkbox"/> Circus                         | <input type="checkbox"/> Fair                  | <input type="checkbox"/> Parade/Procession/March   |
| <input type="checkbox"/> Concert/Performance            | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Sidewalk event            |
|   |  | <input type="checkbox"/> Other (be specific) _____ |

Participants Estimated Total 300 Per Day 1

## DATE/TIME

Event Starts Date 10.24.15 Time 8:00am Day of Week Sat.  
 Event Ends Date 10.24.15 Time 1:00pm Day of Week Sat.

## CONTACTS

Host Organization: Competitive Athletics  
 Contact Name (Required): Nicki Wright  
 Second Contact: Dave Orr  
 Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Web Address: competitiveathletics.com  
 E-mail address: \_\_\_\_\_

Yes ☒ No ☐ Is this an annual event?Yes ☐ No ☐ Do you anticipate this to be an annual event?How many years have you been holding this event? 9Previous Location(s) SameContact Number: above

## ORGANIZATION STATUS/PROCEEDS/REPORTING

- Yes ☒ No ☐ Is the Host Organization a commercial entity?
- Yes ☐ No ☐ Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application.
- Yes ☐ No ☒ Will there be vendors at the event?  
If yes, what fees will you charge the vendors? \_\_\_\_\_

You will be required to provide a list with the name of each vendor and contact information for the vendor no later than 48 hours prior to the start of the event. This information shall be provided to Utility Customer Service.

Vendors who will be serving food or beverages will be required to provide Certificates of Insurance naming the City as an additional named insured. Likewise, vendors providing activity items such as bounce houses, climbing walls and similar activities are also required to provide the City with a Certificate of Insurance.

You are encouraged to provide the vendor list and required Certificates of Insurance as early as possible. You can update the list up to 48 hours prior to the start of your event.

## APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization \_\_\_\_\_

Chief Officer of Host Organization \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

## SAFETY AND SECURITY PLAN:

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

## STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes ☒ No ☐  
If yes, is this a parking lot? Yes ☐ No ☒  
Is this a public street? Yes ☒ No ☐

## SITE PLAN/ROUTE MAP

Your attached event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so.

## SITE PLAN/ROUTE MAP (cont).

- Yes ☒ No ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- Yes ☒ No ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If available, the Streets Department will loan out barricades. Pickup and drop off times should be arranged at least 1 week prior to your event. Contact Steve Scrivner, Streets Department, at 541-450-6125.
- ☒ Yes ☐ No Adequate number of garbage cans, recycle containers, parking, restroom/porti-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean up and removal of the above items.
- Yes ☐ No ☒ Other related event components not listed above.

## ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event-related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of law [www.grantspassoregon.gov](http://www.grantspassoregon.gov). Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes ☐ No ☒ Are there any musical entertainment features related to your event?

If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes ☒ No ☐ Will sound amplification be used?

If yes, Start time 8:00am Finish time 12:00 Pm

What is the approximate distance between the amplified sound source and nearby residences?

across the street

Yes ☐ No ☒ Do you plan to have a dance component to either live or recorded music at your event?

If yes, please describe

Please describe the sound equipment that will be used for your event

microphone/iPod super low-key

Yes ☐ No ☒ Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe

Certificates of insurance may be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes ☐ No ☒ Will your event be held during the evening hours?

Yes ☐ No ☒ Is lighting necessary? Yes ☐ No ☒ Is lighting provided?

## ENTERTAINMENT AND RELATED ACTIVITIES (cont.)

Yes ☒ No ☐ Will you require electricity or water? If yes, describe your needs and sources for electrical power and water.

plug in for timer

Yes ☐ No ☒ Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes, please describe.

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-450-6200.

Yes ☐ No ☒ Will your event include the use of any signs, banners, decorations, or lighting? If yes, please describe.

*Please be aware that the use of any of these items may require additional permits.*

Yes ☐ No ☒ Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe.

## SANITATION, TRASH REMOVAL AND HYGIENE PLAN.

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event.

we will provide boxes for trash, extra t.p. if needed, porta potty on course

## MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue

Yes ☒ No ☐ Is this event marketed, promoted, or advertised in any manner? If yes, please describe.

face book, Runner magazine

Yes ☐ No ☒ Will there be live media coverage during the event? If yes, please describe.

Yes ☐ No ☒ Will media vehicles be parked within the event venue? If yes, please describe safety plan.

Yes ☐ No ☐ Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items? If yes, please describe.

n/a

## ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. Alcohol is permitted only under limited circumstances in City Parks. For more information regarding alcohol in City Parks contact: Parks and Recreation Department, 198 SW 6<sup>th</sup> Street, Grants Pass, OR 97526, 541-471-6435. For more information regarding alcohol permits and licenses, contact: City Finance Department at 541-450-6020.

Yes ☐ No ☒ Does your event involve the use of alcoholic beverages? *Certificates of insurance will be required from all alcohol vendors.* Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

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## FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-474-5325.

Yes ☐ No ☒ Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared.

*Jimmys provides soup at the finish line for runners.*

Yes ☒ No ☒ Do you intend to cook food in the event area? If yes, please specify method:

☒ Gas ☐ Electric ☐ Charcoal ☐ Other(specify) \_\_\_\_\_

*Certificates of insurance will be required from all food vendors.*

## MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least one week prior to your event. Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

Yes ☒ No ☐ Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit.

If no, please explain \_\_\_\_\_

Yes ☒ No ☐ Do you have a sample of any notice that you propose to distribute at least one week prior to your event? If yes, please attach. If no, please explain.

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## HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

## INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Grants Pass, its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Grants Pass prior to the issuance of your Special Event Permit. Mail to: City of Grants Pass, 101 N.W. A Street, Grants Pass, Oregon 97526. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

Name of Insurance Agency: Hart Ins.  
Address: 231 SE I St.  
City Grants Pass State OR Zip 97526

## AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Grants Pass Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Grants Pass.

Organization: Competitive Athletics

Print Name of Applicant/Host: Nicki Wnght

Applicant Title: Race Director

Applicant Signature: \_\_\_\_\_ Date: 9.11.15

Print Name of Professional Event

Organizer: Nicki Wnght Title: Race Director

Event Organizer Signature: \_\_\_\_\_ Date: 9.11.15



9COMPAT

OP ID: TS

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

07/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hart Insurance P. O. Box 1240 Grants Pass, OR 97528 Hart Insurance Agency	<b>Phone: 541-479-5521</b> <b>Fax: 541-474-1890</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>E-MAIL ADDRESS:</b> <b>FAX (A/C, No):</b>
		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A: Travelers Casualty Ins. Co</b>
		<b>INSURER B:</b>
		<b>INSURER C:</b>
		<b>INSURER D:</b>
		<b>INSURER E:</b>
		<b>INSURER F:</b>

**INSURED**  
**Competitive Athletics LLC**  
**105 NE 7th Street**  
**Grants Pass, OR 97526**

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			6806793P888	03/01/2015	03/01/2016	EACH OCCURRENCE \$ <b>2,000,000</b>
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b>				
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		MED EXP (Any one person) \$ <b>5,000</b>				
	<input checked="" type="checkbox"/> <b>Business Owners</b>		PERSONAL & ADV INJURY \$ <b>2,000,000</b>				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ <b>4,000,000</b>
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b>
A	<b>AUTOMOBILE LIABILITY</b>			6806793P888	03/01/2015	03/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ <b>2,000,000</b>
	<input type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident) \$				
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident) \$				
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
A	<b>Property</b>			6806793P888	03/01/2015	03/01/2016	<b>Building</b> <b>530,197</b>
			<b>Contents</b> <b>351,124</b>				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event: October 2015

**CERTIFICATE HOLDER****CANCELLATION**

<b>City of Grants Pass</b> <b>101 N.W. A Street</b> <b>Grants Pass, OR 97526</b>	<b>GPCITY1</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE Hart Insurance Agency <i>Keri Stephen</i>

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# APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

08M 41027

CLASS:

KEY#

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)	
HIGHWAY NAME AND ROUTE NUMBER OR-99 / 25 / Redwood				<input type="checkbox"/> POLE LINE	TYPE MIN. VERT. CLEARANCE
HIGHWAY NUMBER Hwy. 99 & 260	COUNTY Josephine			<input type="checkbox"/> BURIED CABLE	TYPE
BETWEEN OR NEAR LANDMARKS On 6th St. (Hwy. 99) from Park St. to "M" St., then West on Hwy. 260				<input type="checkbox"/> PIPE LINE	TYPE
HWY. REFERENCE MAP	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> NON-COMMERCIAL SIGN		FEE AMOUNT
APPLICANT NAME AND ADDRESS Competitive Athletics LLC 105 NE 7th Street Grants Pass, OR 97526 Nicki @ (541) 479-1001				<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW <b>FOR ODOT USE ONLY</b> BOND REQUIRED REFERENCE: AMOUNT OF BOND <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO OAR 734-55 035(2) INSURANCE REQUIRED REFERENCE: SPECIFIED COMP. DATE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO OAR 734-55 035(1) 10/25/2015	

## DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT	TO	MILE POINT	ENGINEERS STATION	ENGINEERS STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM CENTER OF PVMT	R/W LINE	BURIED CABLE OR PIPE DEPTH/VERT.	SIZE AND KIND	SPAN LENGTH
Hwy. 99					West / Right		WITHIN			
-0.39		-0.01								
Hwy. 260					North / Right					
1.66		5.18								

## DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

Permit holder to manage the annual 5K &amp; 10K Run, and Half Marathon through State and local roadways on 10/24/2015.

## SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

## TRAFFIC CONTROL REQUIRED

- ☒ YES [OAR 734-55-025(6)] ☐ NO ☐ OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED? ☐ YES [OAR 734-55-100(2)] ☒ NO [OAR 734-55-100(1)]

- ♦ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: (541) 774-6360

OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT:

N/A

SPECIFY TIME AND DATE IN THE SPACE BELOW.

- ♦ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.  
 ♦ ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.  
 CALL BEFORE YOU DIG 1-800-332-2344

## COMMENTS - ODOT USE ONLY

Permit holder to manage the above described event. Event routes and traffic control the same as in 2014.

All traffic control must meet MUTCD and State standards. To be provided by Grants Pass Public Safety.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE		TITLE		DATE
X				
APPLICANT SIGNATURE	APPLICATION DATE	TITLE	TELEPHONE NO.	
	9-23-15	District Manager / Partner	541-479-1001	
DISTRICT MANAGER OR REPRESENTATIVE			APPROVAL DATE	
X			09/17/2015	

I, the undersigned, approve the terms and conditions contained herein, and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.





## CERTIFICATE OF LIABILITY INSURANCE

9COMPAT

DPID

DATE (MM/DD/YYYY)  
09/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hart Insurance P. O. Box 1240 Grants Pass, OR 97528 Hart Insurance Agency	Phone: 541-479-5521 Fax: 541-474-1890	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Casualty Ins. Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Competitive Athletics LLC 105 NE 7th Street Grants Pass, OR 97526		

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC	X	6806793P888	03/01/2015	03/01/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/POP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		6806793P888	03/01/2015	03/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property		6806793P888	03/01/2015	03/01/2016	Building \$ 500,000 Contents \$ 350,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event date: October 2015

Oregon Dept of Transportation is named as additional insured with respect general liability by written contract, per CGD037 04/05

CERTIFICATE HOLDER ODOTWC1 Oregon Dept of Transportation Permit Specialist Rogue Valley Office 100 Antelope Road White City, OR 97503	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Hart Insurance Agency
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ACORD 25 (2010/05)

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WHERE THE ROGUE RIVER RUNS

## Street Closure Petitioner Form

### SIGNATURES AND ADDRESSES OF ALL PETITIONERS

The attached map shows the street(s), day and time of the street(s) we would like to close for our event. Please sign below and check either YES or NO. YES would indicate that you are willing to close the street for the day. NO would indicate that you are opposed to this idea.

One Signature per Business/Household from 75% of Business/Residents on the Street is Required for Approval.

(Use Additional Sheets if Necessary)

PLEASE REVIEW DATES ON FRONT OF APPLICATION BEFORE SIGNING THE PETITION

Number of Businesses or  
Houses on Street

Number of Vacant  
Businesses/Houses on Street

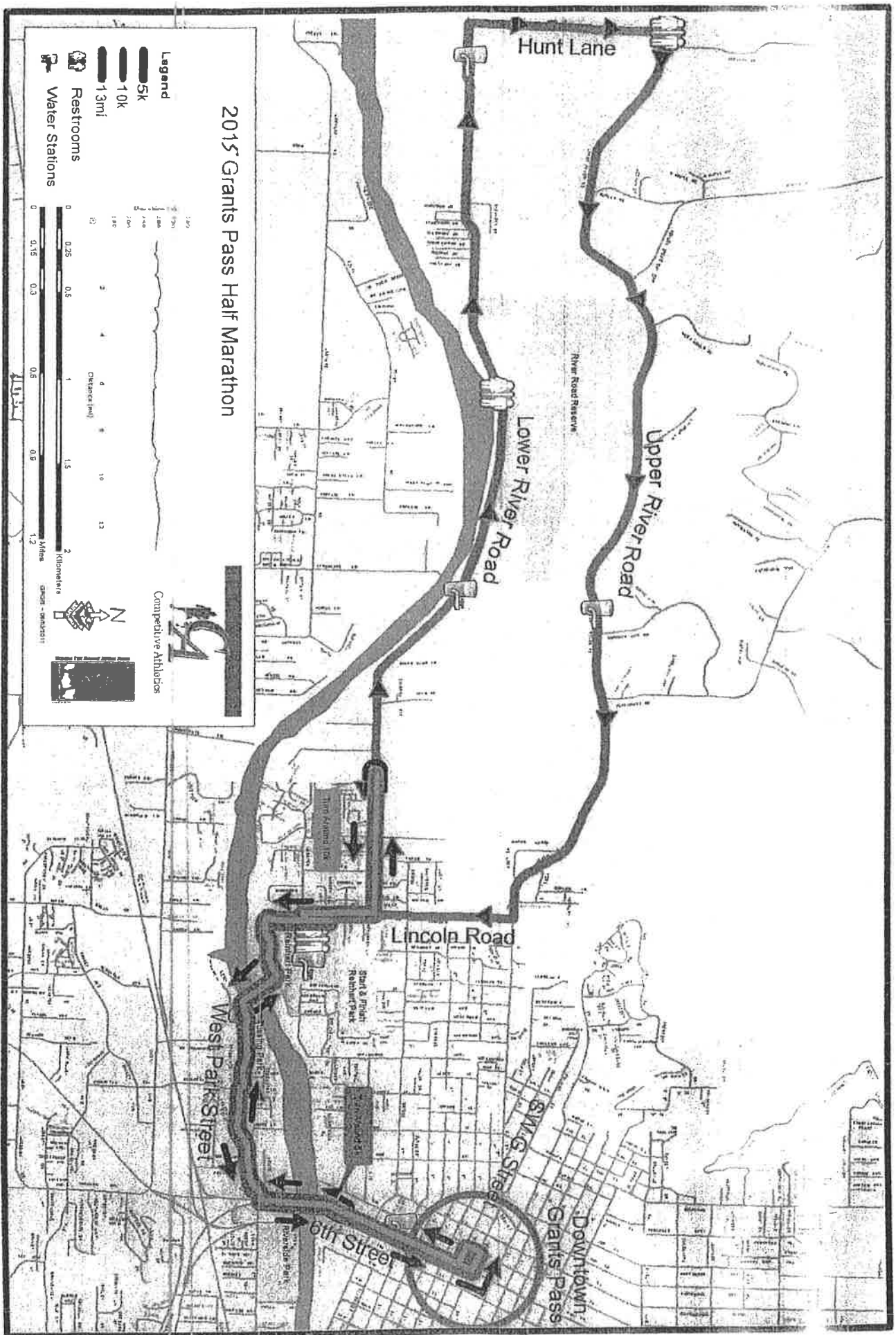
Number of Signatures

PLEASE PRINT AND SIGN LEGIBLY WHEN COMPLETING INFORMATION BELOW

Name	Signature	Address	Yes	No
1. Jan Albright	Jan Albright	202 SW 6th St.	✓	
2. Aimee Washington	Aimee Washington	115 SW 6th St	✓	
3. ROBERT MACLENN	Robert MacLenn	125 SW 6th	✓	
4. Laura Davis	Laura Davis	129 SW 6th	✓	
5. Leah Baker	Leah Baker	131 SW 6th	✓	
6. Mike Martin	Mike Martin	133 SW 6th	✓	
7. Jim McSHANE	Jim McShane	139 SW 6th	✓	
8. Sandi Crowder	Sandi Crowder	145 SW 6th	X	
9. JON YOUNGBAR	Jon Youngbar	128 SW H St	✓	
10. MON ETCIAHURN	Mon Etciahorn	120 SW 14 St	✓	
11. Listen Here	Listen Here	231 SW 6th St.	✓	
12. Marilyn David	Marilyn David	6th St. Coffee & Deli	✓	
13. Renee Smith	The Bead Merchant	300 SW 6th St	✓	
14. Sublime Vapors	Sublime Vapors	115 SW H St	✓	
15. DASST Bakery	DASST Bakery	100 SW 5th	✓	
16. DONS BIKE CENTER	DONS BIKE CENTER	201 SW 6th St	✓	
17. Kathy Gil	Kathy Gil	204 SW 6th	✓	
18. Janice Munro	Janice K Munro	324 SW 6th	✓	
19. FOREST LAURE	Forest Laure	326 SW 6th St GP. OR	✓	
20. Laughing Clam	Laughing Clam	121 SW 6th St GP	✓	
21. Blind Georges	Blind Georges	117 SW 6th St	✓	
22. Violet Court				
23. 6th St. Market				
24. Wander Burr	Wander Burr	116 SW H	✓	
25. Twisted Cork	Twisted Cork	210 SW 6th		
26. La Bella Casa	La Bella Casa	212 SW 6th		
27. Oregon Outpost	Oregon Outpost			
29. The Haul	The Haul	121 SW H St	✓	
30.				

after 2:00  
St Market  
before 10:00  
last 9:00  
last 1:30  
after 1:30

after 12:30





***Team – Running - Corporate***  
***541-479-1001 – Fax 541-479-1946***  
***105 N.E 7th Street***  
***Grant Pass Oregon 97526***

## ***Competitive Athletics***

9/11/2015

To: The Residents of West Park Rd., Grants Pass  
From: Competitive Athletics  
Re: Foot Race October 24<sup>th</sup>, 2015

On Saturday, October 24<sup>th</sup>, 2015 Competitive Athletics is sponsoring a foot race. The race course will go through Reinhart Volunteer Park and along West Park Street. West Park Street will be reduced to one lane and may limit travel east and west bound during the hours of 8:30am through 10:00am.

We have been granted permission by the City of Grants Pass and are working with the Public Safety Department to make this race safe for those participating in it. You will still be able to leave and return from your homes; however there may be a slight delay between 8:30 and 10:00am.

We thank you in advance for your awareness to the runners' safety as they compete in this race.

Sincerely,

Competitive Athletics

***Building Partnerships with Our Schools and Community***



*Team – Running - Corporate*  
*541-479-1001 – Fax 541-479-1946*  
*105 N.E 7th Street*  
*Grant Pass Oregon 97526*

## ***Competitive Athletics***

9/11/15

Competitive Athletics will be able to supply approx 45 volunteers for the race. Grants Pass Cross Country team will make up approx 30 of those. That includes water stations, West Park, Upper & Lower River Roads. We would appreciate if some of the officers and/or Auxiliary could man the main intersections for safety sake.

***Building Partnerships with Our Schools and Community***

Dave/Larry

Nicki/Gigi

**EVENT:** Grants Pass Half-Marathon (**DRAFT – DRAFT – DRAFT**)

**DATE:** October ~~23~~<sup>24</sup> 0830 - 1000

**START AND END LOCATION:** Reinhart Park

**Route of Travel:**

1. Go across the pedestrian bridge
2. Through Tussing Park
3. West Park to 6<sup>th</sup> Street
4. 6<sup>th</sup> Street across Caveman Bridge in left lane
5. 6<sup>th</sup> Street up in left lane (west lane) to "G" Street
6. "G" Street to 5<sup>th</sup> Street
7. 5<sup>th</sup> Street to "H" Street
8. "H" Street back to 6<sup>th</sup>
9. Return to the park via the same way they came up the route.

Runners will be running against traffic up 6<sup>th</sup> Street in the far west lane in the right side of the lane (they will return in the left side of the west lane). Stop all traffic from traveling eastbound on cross streets crossing 6<sup>th</sup>. Hold until runners are clear and then allow traffic to go southbound on 6<sup>th</sup> or westbound on cross streets. Traffic traveling on cross streets headed westbound are either held until runners are clear or allowed to turn southbound on 6<sup>th</sup> Street.

At 1000 or when the T-3 operator designates (but no later than 1000) the cones are pulled and runners are directed to go to the sidewalk. All traffic control on West Park and 6<sup>th</sup> Street is clear at 1000 – as you leave, if there are runners, direct them to the sidewalk.

Cones need to be placed along 6<sup>th</sup> Street from West Park Street up 6<sup>th</sup> to "G" Street. Also signs to indicate race in progress, left lane closed to traffic.

**Motor** – Lead the course. There is one wheelchair racer who will start out first. Take the racers up on the right side of the lane and back down on the left side of the lane.

A T-3 (**CSO Souza**) will lead the runners – the wheelchair will be so much faster that there will be a break between the motor and the T-3, so we want the T-3 to identify the start of the runners and continue to lead them out and back.

Second T-3 (**CSO Williams**) follows last runner. As soon as the last runner is through, the T-3 operator will clear each intersection and allow the traffic control person to leave.

**Streets:** Set up entire cone pattern and break it down. Set up the cones at 0800 – remove at 1000. Street vehicle stand by at 6<sup>th</sup> and "G". The T-3 will notify Streets when they can start pulling cones.

Walkers will be on the sidewalks for the entire race....ONLY runners will be in the lane of travel.

**In reality, we expect that this race will actually only take about an hour.**

**Traffic Control Positions: (17 traffic control positions needed)**

1. West Park / Evergreen-**Donna Anderson; City Volunteer**
2. West Park / River-**SAR member**
3. West Park / Plummer-**SAR member**
4. West Park / Short-**Auxiliary**
5. West Park at 199-**County Reserve**
6. 6<sup>th</sup> Street at Caveman Bridge (north end) **-County Reserve**
7. Voorhies-**County Reserve**
8. M-**Res. Ofc. Cunningham**
9. L-**The Baker's; City Volunteers**
10. K-**Auxiliary**
11. J-**Auxiliary**
12. I-**Auxiliary**
13. H-**Auxiliary**
14. G-**County Reserve**
15. 5<sup>th</sup> / G (go to "G" and Lincoln) **CERT member**
16. 4<sup>th</sup> / G (go to "G" and Lincoln) **CERT member**
17. 5<sup>th</sup> / H (go to Bridge and Lincoln) **CERT member**
18. G / Lincoln (2)-**Marathon Volunteers**
19. Bridge / Lincoln (2)-**Marathon Volunteers**

The persons at traffic control positions 15, 16, and 17 would move to positions 18 and 19 at 0930.



# GRANTS PASS HALF

## VOLUNTEERS NEEDED:

- 1 = WEST PARK - PLUMMER
  - 1 = WEST PARK - SHORT
  - 1 = WEST PARK - TUSSY LAKE
  - 1 = WEST PARK - LEWIS AVE
  - 1 = 6<sup>th</sup> - M STREET @ BARRICADE
  - 1 = 6<sup>th</sup> - L STREET @ BARRICADE
  - 1 = 6<sup>th</sup> - K STREET @ BARRICADE
  - 1 = 6<sup>th</sup> - J STREET @ BARRICADE
  - 1 = 6<sup>th</sup> - I STREET @ BARRICADE
  - 1 = 6<sup>th</sup> - H STREET @ BARRICADE
  - 1 = 4<sup>th</sup> - G STREET @ BARRICADE
  - 1 = 5<sup>th</sup> - H STREET @ BARRICADE
  - 1 = 5<sup>th</sup> - I STREET @ BARRICADE
  - 1 = 5<sup>th</sup> - J STREET @ BARRICADE
  - 1 = 5<sup>th</sup> - K STREET @ BARRICADE
  - 1 = 5<sup>th</sup> - L STREET @ BARRICADE
  - 1 = BRIDGE - 4<sup>th</sup> STREET
  - 1 = 5<sup>th</sup> - BRIDGE
- 18

Barricades

## OPTIONAL VOLUNTEERS:

2 OR 3 FLOATERS -

1 TO WORK HELIX GATE LOT 5<sup>th</sup>/G

1 MORE FOR 6<sup>th</sup> - M STREET 5<sup>th</sup>/H

5

5<sup>th</sup>/M ST 2 - Barricade

7<sup>th</sup>/M ST 1 - Barricade

199/W. Park - 1 Barricade

4<sup>th</sup>/G

1

1

1



## EQUIPMENT NEEDED:

- 1 - DETOUR SIGN  
(BRIDGE @ 4<sup>th</sup>)
- 1 - DETOUR SIGN  
(M @ 7<sup>th</sup>)
- 1 - READER BOARD - "RIGHT LANE CLOSED"  
(6<sup>th</sup> @ F STREET)

## VEHICLES:

- PD CAR - 6<sup>th</sup> @ G STREET
- PD CAR - WEST PARK @ HWY 199
- AUX CAR - ALLEY OF 6<sup>th</sup>, BETWEEN I & J
- AUX CAR - ALLEY OF 5<sup>th</sup>, BETWEEN G & H
- CSO TRUCK/AUX CAR - ALLEY OF 6<sup>th</sup>, BETWEEN K & L
- CSO TRUCK - 6<sup>th</sup> @ M STREET
- CSO TRUCK = BRIDGE @ 4<sup>th</sup> STREET

## BARRICADES:

15 BARRICADES

## CONES:

HUNDREDS (ALL 6<sup>th</sup> STREETS)

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO CLOSE CERTAIN STREETS FOR THE  
RUNNING OF THE GRANTS PASS HALF MARATHON, 10K, 5K AND KIDS RUN.**

**WHEREAS:**

1. For the fifth time, the Grants Pass Half Marathon, an event that has been run annually for the last nine years, will run through the historic district of Downtown Grants Pass; and
2. The addition of the Downtown into the route of the Grants Pass Half Marathon will increase runnership of the race and enhance the Downtown Core by bringing vital events to the "heart" of the City of Grants Pass; and
3. Tourism industry partners, such as lodging providers, support "shoulder season" events; and
4. This Grants Pass Half Marathon directly addresses the City Council goal of "Encourage Economic Prosperity".

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to close 'H' Street between 6<sup>th</sup> and 5<sup>th</sup> and 5<sup>th</sup> Street between 'G' and 'H' Streets and 'G' Street from 6<sup>th</sup> to 5<sup>th</sup> from 7:30 a.m. through 10:00 a.m. Saturday, October 24, 2015.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 7<sup>th</sup> day of October 2015.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_\_ day of October 2015.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney



Resolution authorizing the City Manager to  
enter into an agreement with MLF  
Enterprises, LLC for an emergency portable  
Item: water treatment unit.

Date: October 7, 2015

---

**SUBJECT AND SUMMARY:**

Consider a resolution approving the agreement for the purchase of an emergency portable water treatment plant trailer.

---

**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goal of maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by purchasing an emergency portable water treatment unit for use in case of a facility failure affecting the operability of our Water Treatment Plant.

---

**CALL TO ACTION SCHEDULE:**

The existing Water Treatment Plant is structurally deficient and prone to catastrophic failure. The replacement Water Treatment Plant will not be operational for several years. Purchase of an emergency portable water treatment plant unit will ensure we can produce a minimal quantity of potable water in the event of a failure at the existing Water Treatment Plant.

Call to action schedule: October 7, 2015.

---

**BACKGROUND:**

On May 20, 2013 the City of Grants Pass and Murray, Smith & Associates, Inc. entered into a 3-year Water Master Services Agreement for Professional Engineering and Permitting Services (MSA). Under this MSA, a number of individual task orders have been assigned, negotiated and executed to undertake a variety of assignments on the City's water system facilities. A task order agreement was executed on April 15, 2015 to develop technical specifications for procurement of an emergency portable water treatment unit.

Specifications were developed for an emergency portable water treatment unit based upon similar units in Oregon and proposals were solicited through a formal process for the emergency portable water treatment unit. Three responses were received with the bid of \$126,449.68 from MLF Enterprises, LLC being the most responsive and lowest price for the City.

---

ITEM: 2.c. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MLF ENTERPRISES, LLC FOR AN EMERGENCY PORTABLE WATER TREATMENT UNIT.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: This project is budgeted and funded in the Water Capital Fund under project number WA6248.

---

ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to enter into an agreement with MLF Enterprises, LLC as recommended.
  2. Council could reject all proposals and not acquire an emergency portable water treatment unit.
- 

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to enter into an agreement with MLF Enterprises, LLC in an amount of \$126,449.68 for an emergency portable water treatment unit.

---

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to enter into an agreement with MLF Enterprises, LLC for an emergency portable water treatment unit.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MLF  
ENTERPRISES, LLC FOR AN EMERGENCY PORTABLE WATER TREATMENT  
UNIT.**

**WHEREAS:**

1. On April 15, 2015 the City of Grants Pass and Murray, Smith & Associates, Inc. entered into a Task Order Agreement to develop technical specifications for procurement of an emergency portable water treatment unit; and
2. The City of Grants Pass solicited and received three proposals for the emergency portable water treatment unit; and
3. The proposal from MLF Enterprises, LLC has been determined to be responsible, complete and responsive; and
4. The City of Grants Pass has sufficient funds for an emergency portable water treatment unit within the Water Capital Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to enter into an agreement with MLF Enterprises, LLC for the work as described in the documents entitled "Package Surface Water Treatment Plant" in the amount of \$126,449.68, which the bid tabulation is attached to and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 7<sup>th</sup> day of October, 2015.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of October, 2015.


\_\_\_\_\_  
Darin Fowler, Mayor

ATTEST:

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to form Mark Bartholomew, City Attorney



# EXHIBIT 'A'

## City of Grants Pass

### Emergency Portable Water Treatment Unit

	Bidder Name	Supplier Experience Form	Signed	Bid
1	Associated Environmental Group, LLC	X	X	\$ 142,244.00
2	BI Pure Water, Inc.	X	X	\$ 149,056.00
3	MLF Enterprises, LLC	X	X	\$ 126,449.68
4				
5				
6				

Item: Resolution declaring certain property surplus and authorizing its appropriate disposal.

Date: October 7, 2015

---

SUBJECT AND SUMMARY:

Consider the declaration of 1983 Portable Onan Generator as surplus and authorize the disposal of same.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by being fiscally responsible and ensuring efficiency and effectiveness in City operations.

---

CALL TO ACTION SCHEDULE:

The schedule is defined by the ability to sell the undersized portable generator that could be used for other purposes and currently is capable of operating only one small City pump station.

Call to action schedule: October 7, 2015.

---

BACKGROUND:

The Water Treatment Division of the Public Works Department has owned and operated the 1983 generator for the purpose of supplying emergency standby power to two pump stations. The generator is undersized for our current needs, is beginning to have maintenance issues and has been replaced by more appropriately sized equipment. This generator may have value to another agency and can be sold.

The declaration of this generator as surplus and disposal of same through the bid process will bring miscellaneous revenue to the Water Fund.

---

COST IMPLICATION:

Revenue Source: This action will produce revenue that will be deposited in the Water Fund.

---

ITEM: 2.d. RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING ITS APPROPRIATE DISPOSAL.

Staff Report (continued):

ALTERNATIVES:

1. Council can authorize the City Manager to bid the sale of the portable emergency generator as recommended.
2. Council could decide not to authorize the sale of the portable emergency generator and plant staff can continue to store and maintain the unit.

---

RECOMMENDED ACTION:

Staff recommends the Council authorize the City Manager to declare the material listed on Exhibit 'A' as surplus property and is authorized to dispose of same appropriately.

---

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to declare the material listed on Exhibit 'A' as surplus property and is authorized to dispose of same appropriately.



**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING ITS  
APPROPRIATE DISPOSAL.**

**WHEREAS:**

1. The City has equipment and materials which are no longer needed; and
2. It is prudent to dispose of such unneeded property.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to declare the equipment and material listed on Exhibit 'A' as surplus property and is authorized to dispose of same appropriately.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 7<sup>th</sup> day of October, 2015.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of October, 2015 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_

## **Exhibit A**

**1 – 1983 Portable Emergency Generator. 480 Volts, Three Phase,  
50KW, 39 gallons diesel fuel tank.**

The Council of the City of Grants Pass met in regular session on the above date with Mayor Fowler presiding. The following Councilors were present: DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker, Roler. Also present and representing the City were City Manager Cubic, Assistant City Manager Reeves, Finance Director Meredith, Public Safety Director Landis, Public Works Director Haugen, Senior Planner Slaughter and City Recorder Frerk. Absent: Councilor Morgan and Parks & Community Development Director Lora Glover.

Mayor Fowler opened the meeting and Councilor DeYoung led the invocation followed by the Pledge of Allegiance.

1. PUBLIC COMMENT:

2. PUBLIC HEARING:

Quasi-judicial Hearing

a. WinCo Shopping Center Sign Code Appeal.

Councilor Gatlin moved to grant the appeal. The motion was seconded by Councilor Lindsay. The vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed.

b. Public hearing for the close-out of a Community Development Block Grant.

No action needed.

3. CONSENT AGENDA:

a. Resolution authorizing the City Manager to enter into a contract for the Terry Lane Street Improvements, a local government improvement project; Project No. TR6295.

RESOLUTION NO. 15-6360

Councilor DeYoung moved and Councilor Hannum seconded that Resolution 15-6360 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The resolution is adopted.

b. Resolution authorizing the City Manager to terminate an Intergovernmental

Agreement for the maintenance of the North Valley General Service District's pump station.

RESOLUTION NO. 15-6361

Councilor DeYoung moved and Councilor Hannum seconded that Resolution 15-6361 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The resolution is adopted.

- c. Resolution authorizing the closure of "D" Street between 6<sup>th</sup> and 7<sup>th</sup> Streets for River Valley Fall Family Festival.

RESOLUTION NO. 15-6362

Councilor DeYoung moved and Councilor Hannum seconded that Resolution 15-6362 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The resolution is adopted.

- d. Resolution authorizing the closure of Foundry Street between "G" and Booth Streets for Reaching Our Community – ROC Food Pantry 5<sup>th</sup> Anniversary Celebration.

RESOLUTION NO. 15-6363

Councilor DeYoung moved and Councilor Hannum seconded that Resolution 15-6363 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The resolution is adopted.

- e. Resolution declaring certain property surplus and authorizing its appropriate disposal.

RESOLUTION NO. 15-6364

Councilor DeYoung moved and Councilor Hannum seconded that Resolution 15-6364 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The resolution is adopted.

- f. Resolution approving the street closure on Hawthorne Avenue for the Saturday Parkways Community Event.

RESOLUTION NO. 15-6365

Councilor DeYoung moved and Councilor Hannum seconded that Resolution 15-6365 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin,

Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The resolution is adopted.

- g. Motion approving the Stone Age Republic – Adult Business/Use Minor Site Plan Review appeal of Hearings Officer's Decision of Denial Findings of Fact.

Councilor DeYoung moved and Councilor Hannum seconded that the findings of fact be approved and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion has passed.

- h. Motion approving the minutes of the City Council meeting of September 2, 2015.

Councilor DeYoung moved and Councilor Hannum seconded that the minutes of the City Council meeting of September 2, 2015, be approved and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion has passed.

- i. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of July 13, 2015.

Councilor DeYoung moved and Councilor Hannum seconded that the minutes of the Urban Tree Advisory Committee meeting of July 13, 2015, be approved and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion has passed.

- j. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of July 14, 2015.

Councilor DeYoung moved and Councilor Hannum seconded that the minutes of the Bikeways and Walkways Committee meeting of July 14, 2015, be approved and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion has passed.

- k. Motion acknowledging the minutes of the Parks Advisory Committee meeting of July 16, 2015.

Councilor DeYoung moved and Councilor Hannum seconded that the minutes of the Parks Advisory Committee meeting of July 16, 2015, be approved and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion has passed.

- l. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of July 8, 2015.

Councilor DeYoung moved and Councilor Hannum seconded that the minutes of the Urban Area Planning Commission meeting of July 8, 2015, be approved and the

vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion has passed.

- m. Motion acknowledging the minutes of the Committee on Public Art meeting of August 11, 2015.

Councilor DeYoung moved and Councilor Hannum seconded that the minutes of the Committee on Public Art meeting of August 11, 2015, be approved and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion has passed.

#### 4. COUNCIL ACTION:

- a. Ordinance amending Grants Pass Municipal Code Title 5, Chapter 5.72 Homegrown and Medical Marijuana and declaring an emergency.

##### ORDINANCE NO. 15-5660

Councilor Gatlin moved that the ordinance be read for the first reading, title only. Motion was seconded by Councilor Goodwin. The vote resulted as follows: "Ayes": DeYoung, Hannum, Gatlin, Goodwin, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed. The ordinance was read.

Councilor Riker moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Hannum. The vote resulted as follows: "Ayes": DeYoung, Hannum, Gatlin, Goodwin, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed. The ordinance is read.

Councilor Gatlin moved that the ordinance be adopted. The motion was seconded by Councilor Lindsay. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: DeYoung – yes, Gatlin – yes, Goodwin – yes, Hannum – yes, Lindsay – yes, Morgan – absent, Riker – yes, Roler – yes. The ordinance was adopted.

- b. Ordinance declaring a ban on recreational marijuana producers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers; referring ordinance; and declaring an emergency.

##### ORDINANCE NO. 15-5661

Councilor Gatlin moved that the ordinance be read for the first reading, title only. Motion was seconded by Councilor Hannum. The vote resulted as follows: "Ayes": DeYoung, Hannum, Gatlin, Goodwin, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed. The ordinance was read.

Councilor Gatlin moved that the ordinance be read by title, second reading. The motion was seconded by Councilor Riker. The vote resulted as follows: "Ayes": DeYoung, Hannum, Gatlin, Goodwin, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Hannum. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: DeYoung – yes, Gatlin – yes, Goodwin – yes, Hannum – yes, Lindsay – yes, Morgan – absent, Riker – yes, Roler – yes. The ordinance was adopted.

- c. Ordinance declaring a ban on medical marijuana processors and medical marijuana dispensaries; referring ordinance; and declaring an emergency.

#### ORDINANCE NO. 15-5662

Councilor Hannum moved that the ordinance be read for the first reading, title only. Motion was seconded by Councilor Gatlin. The vote resulted as follows: "Ayes": DeYoung, Hannum, Gatlin, Goodwin, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed. The ordinance was read.

Councilor Gatlin moved that the ordinance be read by title, second reading. The motion was seconded by Councilor Hannum. The vote resulted as follows: "Ayes": DeYoung, Hannum, Gatlin, Goodwin, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Roler. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: DeYoung – yes, Gatlin – yes, Goodwin – yes, Hannum – yes, Lindsay – yes, Morgan – absent, Riker – yes, Roler – yes. The ordinance was adopted.

- d. Resolution approving referral to the electors of the City of Grants Pass the question of banning recreational marijuana producers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers within the City of Grants Pass.

#### RESOLUTION NO. 15-6366

Councilor Gatlin moved and Councilor Hannum seconded that Resolution 15-6366 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The resolution is adopted.

- e. Resolution approving referral to the electors of the City of Grants Pass the question of banning medical marijuana processors and medical marijuana dispensaries within the City of Grants Pass.

#### RESOLUTION NO. 15-6367

Councilor Gatlin moved and Councilor Lindsay seconded that Resolution 15-6367 be adopted and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan.

The resolution is adopted.

- f. Resolution amending the Council's Mission and Vision Statements and establishing its Values Statement.

RESOLUTION NO. 15-6368

Councilor Lindsay moved and Councilor Hannum seconded that Resolution 15-6368 be adopted and the vote resulted as follows: "Ayes": Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: DeYoung. Absent: Morgan. The resolution is adopted.

5. MATTERS FROM MAYOR, COUNCIL AND STAFF:

- a. Appoint three members to the Tree Advisory Committee.

It was moved by Councilor Riker and seconded by Councilor Lindsay that Stormy Ballenger, James Love and David Russell be appointed to the Tree Advisory Committee and the vote resulted as follows: "Ayes": DeYoung, Gatlin, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: Morgan. The motion passed.

6. EXECUTIVE SESSION: None

7. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 8:51 p.m.

The ordinances, resolutions and motions contained herein and the accompanying votes have been verified by:

\_\_\_\_\_  
City Recorder



## **GRANTS PASS URBAN TREE ADVISORY COMMITTEE**

**Meeting Minutes – August 10, 2015 at 7:00 PM**

**Courtyard Conference Room**

### **Committee Members:**

Dave Russell (Chair)  
Cynthia Charat (Vice Chair)  
Jim Love  
Dan McBerty  
Bill Reinert  
Chip Dennerlien – arrived late  
Clifford Ostermeier - absent  
*Vacant Position*

### **City/Staff Liaisons:**

Jeff Nelson (Parks)  
Dan DeYoung (City Council Liaison)  
Lora Glover (PCD Director)

### **Guests:**

## **I. Business – Continuing**

### **A. Approval of Minutes from July 13, 2015**

#### **MOTION/VOTE**

Committee Member McBerty moved and Committee Member Reinert seconded the motion to approve the minutes from the July 13, 2015 meeting as presented. The vote resulted as follows: “AYES”: Committee Members Russell, Love, McBerty, and Reinert. “NAYS”: None. Abstain: Committee Member Charat. Absent: Committee Members Dennerlien (arrived after vote) and Ostermeier. The motion passed.

## **II. Business – New**

### **A. Announcements – none**

### **D. Update RE: Article 23 and 25 (Lora)**

- Lora asked if Committee had any comments about work Jim had done before and the comments/notes provided by the other consultant (Rich Catlin).
- Jim shared he felt it was more informational/educational than it was addressing changes to the code.

- Lora pointed out where there were specific examples (in the back of packet) to incorporate into the development code. Narrative would be good justification when going through Planning Commission and Council.
- Committee members didn't recall seeing that part – Lora left briefly to get them copies

*\*\*\* While waiting for Lora to return Councilor DeYoung shared positive feedback he received on Back to the 50s and beauty of Riverside Park and our town.*

- Chip shared this is an important time to get parking lot issues taken care of
- Items in Article 23 that shouldn't be hard to sell to decision makers – adequate soil, larger tree wells, tighter tree spacing, careful selection of tree canopy species, etc.
- Committee's background/experience will be helpful to guide tree list for parking lots
- A reworked list would be helpful for parking lots but one site doesn't fit all
- Discussion about Medford tree spacing, island size, rooting area, structural soil, etc.
- Lora expressed concern about more inspections=more personnel – Jim shared he believes Medford requires the landscape be certified prior to the signing off of the certificate of occupancy and no maintenance bond required
- Councilor DeYoung shared he would like to see flexibility that still meets canopy requirements – discussion about parking lots grids and tree clustering and mixing conifers and deciduous
- Councilor DeYoung suggested an upfront statement explaining reasoning behind rules for trees/parking lots –Lora added rolling the purpose and intent into criterion and standards would be helpful.
- Lora suggested future goal of rehabbing current parking lots. Could possibly be accomplished with a City program (possibly CDBG) to help businesses improve canopy on their "key lots". Another option could be the redevelopment agency incorporating part of the 7<sup>th</sup> Street corridor to amp up landscaping requirements.
- Chip suggested Kick Starter campaigns to pay for landscaping

- Dave asked Lora for direction on how to move forward with the Article 23 & 25 re-write – she would like the Committee's input, then staff will redraft the articles, then it will be brought back before Committee for final input/comments/approval, and then it would go forward. The new senior planner would likely be taking on the project.
- Dave reminded Lora that, while the Committee has given their comments, Jim is the Committee member that has the most experience/knowledge about this topic.
- Staff will send advanced copy of draft re-write to Jim before it goes out to entire Committee.
- Councilor DeYoung shared how staff is helpful in working out the appropriate wording of the code.
- Chip reviewed main points to be included in the re-write
- Lora will send Jim the site plan review criteria (especially for minor site plans) under Article 19 and also the non-conforming development under Article 15 to look over. Under these there is limited, if any, ability to require new landscaping – another area to strengthen in the code.

#### **Misc. Discussion:**

- More discussion about business landscape improvements especially up and down the 6<sup>th</sup>/7<sup>th</sup> Street corridor and how it would improve our city's beauty but how to make it easier/realistic and not cost prohibitive for businesses to make improvements
- Hard to find distinguished landscapes (commercial) to give yearly award to – already awarded all the good ones
- More discussion on ideas regarding the rehab incentive program
- Upcoming workshop for staff, committee members, etc. (speaker: Kristen Ramstead – Forester)
- Dave suggested asking Kristen Ramstead if she knows of any funding sources

#### **B. Event Calendar Review**

- **Tree Walk** – Riverside Park, Sunday, October 18<sup>th</sup>
- **Fall Tree Tour** –
  - Councilor DeYoung suggested, again, a tour (with map) of trees of significant color, just like the Christmas lights tour
  - It could last for weeks as the different trees change at different rates
  - Cynthia shared the *Courier* would publish it if the Committee put it together
  - Challenge of knowing exactly when trees will start changing – Councilor DeYoung said it doesn't matter, create the route/map of areas of known color, publish it, and then it is up to the public to get themselves there to view color
  - Cynthia will tell Edith at *Courier* that the Committee wants to do it
  - Councilor DeYoung also suggested they could eventually add food, wine, beer, art, etc. stops to the route
  - Cynthia asked Jeff to look for lists of colorful trees that were submitted to staff a couple years ago

#### **C. Updates (Jeff)**

- Taking a few trees out at Riverside, continuing to watch those
- Need to keep planting trees
- Tree taken out at water treatment plant – no public outcry (good and bad)
- Discussion about arborist videos on YouTube

#### **E. Meeting every other month – Discussion**

- Variety of ideas discussed at last meeting
- Dave still feels 10 meetings per year and 2 workshops would work (skipping January and July or August)
- Chip didn't feel like meeting every other month would get things done
- Jim liked the workshops idea (wouldn't need a quorum, topical discussion) but thought it might be better to schedule 12 meetings with the option of cancelling (not more than 2 cancellations in a row) if there are not pressing projects

- Cynthia asked if the Committee vacancy was advertised? – Jeff unsure
- Jeff reminded Committee that scheduling for meeting space for workshops could be slightly complicated – Dave suggested any workshops would follow regular meeting date/time.
- Dave suggested they not change anything officially and just play it by ear and see how things look in January.
- Cynthia suggested January meeting be goal-setting (maybe with a facilitator)
- Councilor DeYoung would need to check on when Council goal-setting is scheduled for next year

#### **F. Comments**

- Brief discussion about trees put in at E/F Street – some differing of opinion about whether it is better or not
- Jim encouraged Committee members to Google “shaded parking lots” and to review links he sent out months ago on different cities’ parking ordinances – grid systems maximize return
- Cynthia asked Jeff to also ask Kristen Ramstead for information on shaded parking lots
- Dave will be absent from September and October meetings

**Next Meeting: September 14, 2015**

These minutes were prepared by contracted minute taker, Becca Quimby.



**BIKEWAYS AND WALKWAYS COMMITTEE**  
**Meeting Minutes – August 11, 2015 at 12:00 PM**  
**Courtyard Conference Room**

**Member Attendance:**

Joel Peterson (Chair)  
Paul Hart (Vice Chair)  
Ken Behymer - absent  
Chip Dennerlein – arrived late  
Larry Turpen  
Cliff Kuhlman  
Mark Lansing - absent  
Leslie Orr  
Mark Acosta  
Dana Christensen

**Staff/Liaisons:**

Fred Saunders (PCD Engineering)  
Rob Brandes (JoCo Public Works) - absent  
Dan Dorrell (ODOT)  
City Council Liaison Mark Gatlin - absent  
County Commissioner Keith Heck - absent

**Guests:**

Edom

**I. Business – Continuing**

**A. Approval of Minutes – July 14, 2015**

**MOTION/VOTE**

**Committee Member Kuhlman moved and Committee Member Orr seconded the motion to approve the minutes from the July 14<sup>th</sup> meeting with the spelling correction to Committee**

**Member Christensen's name. The vote resulted as follows: "AYES": Committee Members Peterson, Hart, Turpen, Kuhlman, Orr, Acosta, and Christensen. "NAYS": None. Abstain: None. Absent: Committee Members Behymer, Dennerlein (arrived after vote), and Lansing. The motion passed.**

**B. Updates from Parks & Community Development and ODOT (Fred & Dan)**

1. striping Redwood Avenue being worked on, some unique more pronounced bike lane striping being applied, Fred's only concern is it might cut into bike lane a bit
2. working on Allen Creek/Redwood Ave (Phase 3) design with County – have told County would like plans available in October for bidding purposes
3. Putting in paved pedestrian path tomorrow to go around baseball fields at Morrison Park (whatever left over in budget will be used for paths at Reinhart – then next budget cycle will add more money to finish it)
4. Going to pave the one at Reinhart that parallels Parkside Elementary property because the school district gave City access to get in there with equipment

5. Some money in budget this year to fix places where tree roots have pushed up through pavement paths. Will also take out a few trees that cause big problems
6. Putting paved trail behind Allen Dale school out for bid for repair
7. Cliff mentioned the path on west end of Riverside Park that goes up to intersection by Mexican restaurant is nice and really opened up that area for Back to the 50s as a place for people to congregate
8. Send Dan letterhead email requesting path from Cartwright's to Dowell be repaired in necessary places
9. Dan shared info on project coming up where 6<sup>th</sup> Street Bridge will need to be closed for 6 weeks – will suggest to Salem to do make the bike lane across 7<sup>th</sup> Street Bridge a temporary 2-lane bike lane
10. Chip asked if there could be a visual separation of some kind for the temporary 2-lane bike lane on 7<sup>th</sup> – Dan said perhaps but it couldn't be swept that way or they could use paint
11. Dan was also asked to look at triangle island at intersection of 7<sup>th</sup> and M – he will but he also asked that the Committee send him an email w/ letterhead, pictures, etc.
12. Dan reminded Committee whenever they come across roads that need sweeping to alert the proper agency so it can be taken care of (see contact info at bottom of agenda)

### **C. Discussion and Updates from Members on Projects**

#### **1. Mid-Rogue MPO (Leslie)**

- Attended recent meeting
- Map Andrea sent was presented along with other transportation maps
- Leslie has copies of those for transportation plan
- Leslie also confirmed they are making their bike/ped map from Grants Pass's bike map so they should have all the same info
- RVACT still needs an alternate representative from Josephine County

#### **2. Ride the Rogue (Paul)**

- Registration is open until September 1<sup>st</sup>
- \$50-100mi, \$40-70mi, \$35-40 mi, \$30-25mi, \$10 per meal (12pm-5pm)



- Still looking for volunteers, especially drivers for early morning to deliver supplies to sites

### **3. Bike Rodeo (Paul)**

- Kiwanis to hopefully join Committee at Bike Rodeo to hand out helmets
- Paul put Betty King in contact with Bill
- Kiwanis not sure if they have enough helmets left (have already done several events)

## **D. Upcoming Bike Events**

### **1. October 10<sup>th</sup> – Bike Rodeo (at Home Depot)**

- 10am – 2pm (9am setup)
- Need volunteers from Committee
- See more info above

### **2. September 12<sup>th</sup> – RVTB Family Fun Bike Ride**

- Edom asked Committee for recommendation on good route for Family Fun Bike Ride - Tom Pearce Trail?
- Committee didn't feel Tom Pearce the best choice unless they started at Bear Hotel, took the trail to Tom Pearce Park, rode through the park (in and out), and then back to the Bear Hotel via the trail. That is a longer, safer, easier, etc. route
- Chip also suggested a Reinhart loop.
- Chip to draw out a suggested route for Edom
- Event will likely be changed to Reinhart – look for updates on their website

### **3. September 19<sup>th</sup> – Ride the Rogue**

- Volunteer meeting is September 10<sup>th</sup> at Rogue River Fire Hall @ 6pm
- See more info above

### **4. ODOT's Bike/Pedestrian Advisory Committee**

- Next meeting August 19-20 in La Grande and Pendleton

**E. Review Goals – did not discuss**

**F. Misc. Discussion**

1. Volunteer Dinner - good turnout, nice event
2. More road issues – blind corners at: 1) A & Dean, on east side, big hedge, have to get out in traffic to see, 2) Flint and D, have to go into traffic to see, and 3) hedge by Grants Pass Clinic at intersection of Ramsey and Ringuette (or Grandview?)
3. Chip shared some of what the Tree Committee is working on with regards to residential and commercial landscaping standards
4. Suggestion to put brochure in a mailing (water bill?) to community (facts, information, safety tips, laws, etc.) – Fred suggested that would be a good suggestion to come from the Committee to Jay Meredith, the Finance Director, whose department does the water billing
5. RRFB (flashing beacon) coming soon at Dean and A.
6. Redwood & Ringuette signal still not fixed – doesn't sense cyclists
7. Light at Mill and M – left turn issues, only one car can get through in busy traffic

**II. Business – New (none)**

<b>Next meeting date:</b> September 15, 2015 at 12:00 pm in the Courtyard Conference Room
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These minutes were prepared by contract minute taker, Becca Quimby.

## **URBAN AREA PLANNING COMMISSION**

### **MEETING MINUTES**

**August 26, 2015 – 6:00 P.M.**

**Council Chambers**

#### **1. ROLL CALL:**

The Urban Area Planning Commission met in regular session on the above date with Vice Chair Jim Coulter presiding. Commissioners Lois MacMillan, Loree Arthur, Blaire McIntire, David Kellenbeck, and Dan McVay were present. Chair Gerard Fitzgerald was absent. There was one vacant position. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover, Associate Planner Justin Gindlesperger, and Senior Planner Joe Slaughter. City Council Liaison Rick Riker was present as well.

#### **2. ITEMS FROM THE PUBLIC: None**

#### **3. CONSENT AGENDA:**

- a. **MINUTES:** July 8, 2015
- b. **FINDINGS OF FACT:** None

#### **MOTION/VOTE**

**Commissioner Kellenbeck moved and Commissioner McIntire seconded the motion to approve the consent agenda as submitted. The vote resulted as follows: "AYES": Vice Chair Coulter and Commissioners Kellenbeck, McIntire, Arthur, and McVay. "NAYS": None. Abstain: Commissioner MacMillan. Absent: Chair Fitzgerald.**

**The motion passed.**

#### **4. PUBLIC HEARINGS:**

##### **a. 15-20100039 – Dollar General Major Modification**

Vice Chair Coulter stated, at this time I will open the public hearing to consider an application filed by Outreach Investment. This application is for a major modification to an already approved major site plan review for the construction of a new 9100 square foot Dollar General

retail store. We will begin the hearing with a staff report followed by a presentation by the applicant, statements by persons in favor of the application, statements by persons in opposition to the application, and an opportunity for additional comments by the applicant and staff. After that has occurred, the public comment portion will be closed and the matter will be discussed and acted upon by the Commission. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? Seeing none do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Seeing none are there any Commissioners who wish to disclose discussions, contacts, or other ex parte information they have received prior to this meeting regarding this application? Seeing none in this hearing the decision of the Commission will be based on specific criteria which are set forth in the development code. All testimony which apply in this case are noted in the staff report. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties an opportunity to respond to the issue you'll not be able to appeal to the Land Use Board of Appeals based on that issue. The hearing will now proceed with a report from staff.

Associate Planner Gindlesperger stated, this application is for a major modification request to an approval of a major site plan review. It is basically for discretionary view to the commercial design standards. The applicant applied for a major site plan review in May for a Dollar General retail store. The application was reviewed as a Type II Hearings Officer process due to adjacent residential properties. The conditions of approval included landscaping and screening and a lot of the general standards, but it also required additional details to the building elevations for compliance with the commercial design standards. The modification request before you is to those conditions of approval for the building elevations. The applicants are requesting discretionary review of the building elevations.

These are the building elevations that were provided with the initial application for the site plan review. The staff report details the specific sections and the specific elements that were required or absent to meet the objective standards in Article 20. However, through this process, the applicants have continued to revise those elevations in order to meet the intent of the standards. This is actually Exhibit 3 in your packet on page 39. These are the revised building elevations. These came in late last week so they didn't make it into your packet. We have highlighted some of the specific areas the applicants have added to try to meet the intent of the standards. You can see on the top elevation, that's the right elevation, I believe that would be

facing Daisy Lane, they are adding canopies or louvers to add some shadowing effects that will help add some depth to that elevation. The lattice on there has been increased in size to comply with the Features in Lieu requirement, I think that is Section 4.10 and 4.30 in Article 20. In the middle elevation you can see the pilasters have been extended up a little bit to the actual building height. The parapet extends above the actual building height. They are adding a cap to the pilaster and they are also increasing the base, the foot print. They are adding some additional details, human interest elements, things like that. The other major change is to the front of the store. I will back up to the previous one and you can see it was a square box entrance and now they are adding that peaked roof. I did talk to the representative for the applicant here and he said the color scheme will be the same. They didn't have time to do a color rendering for this drawing here. That will be a color scheme for the building. I will note the rear elevation doesn't feature any of the architectural elements. That actually won't be visible from any of the streets, sidewalks, parking areas, or adjacent properties. There is a zone change between this property and the properties to the north. This property is general commercial and the properties to the north are residential so there will actually be a zone buffer with a fence and screening vegetation so that won't be visible.

This is an aerial that shows the location of the properties. It was actually two properties but they have done a property line vacation so now it is a single property. It is at the corner of Redwood Avenue and Daisy Lane, just west of the intersection of Redwood Avenue and Redwood Hwy. I also took a couple street views from Google Earth. This is right in front of the subject property looking west, so the property would be on your right, just to show what some of that development currently looks like out there. I think that is the Royal Barge noodle house there on the right. Here we are looking east so this is at the intersection of Daisy Lane and Redwood Avenue. The property would be on the left here so, again, we're looking east toward the intersection of Allen Creek Road and Redwood Avenue and then also the Y split for Redwood Avenue and Redwood Hwy.

This is your call to action. Staff is recommending approval with the conditions that are in your staff report. I'm available for any questions.

Vice Chair Coulter asked, Commissioners do you have any questions? I will add that the new architectural drawing we have, 82.0, will be Exhibit 11. Am I correct? Is that a replacement or is that a new exhibit?

Associate Planner Gindlesperger stated, this one up here is a brand-new exhibit. This one came in –

Vice Chair Coulter stated, so that will be Exhibit 11 for the record.

Associate Planner Gindlesperger stated, I was informed it is Exhibit 11.

Vice Chair Coulter asked, will the applicant please come forward and make their presentation?

Mr. Vann stated, thank you for having us here. I'm Robert Vann with Cross Development at 5317 Inverrary Drive in Plano Texas. Justin has done a great job presenting our project for us. I would like to add we've gone through several iterations in different meetings. From the first elevation we actually had a secondary meeting where we did some different elevations and now we've come to these which are substantially different for the project. We love the location and are excited to be here. We are ready to get going. We will be improving half of Daisy Lane for you as well as part of our deal. We are a developer for Dollar General and do a good majority of their work throughout California and Oregon. We're excited to be here and I'd be happy to answer any questions you might have.

Vice Chair Coulter asked, Commissioners do you have any questions?

Commissioner McIntire stated, on page 37 it shows it is two lots put together. I'm curious if the second lot, the one away from Redwood Avenue, is commercial?

Mr. Vann stated, yes sir it is.

Vice Chair Coulter asked, are there any other questions? Is there anyone who would like to speak in favor of the application?

Council Liaison Riker stated, I think the proposal looks nice and I'm glad to see the modifications they made. I would like one clarification on an item. On the top of the parapet there is a treatment up there. Is that two-dimensional? Single dimensional? Totally flat? If the applicant could explain that, thank you.

Mr. Vann stated, that is a metal cap flashing on top of the wall and it will have a slight bit of a relief on the bottom edge that angles out. It will create a shadow line across the top. Also, I'm not sure if it is in your packet or not, but I'd like to say that if you look at the first site plan we did versus this new site plan it is substantially better. There is a lot more landscaping that meets the ordinance and the code here. We are happy to do that. Thank you for your time.

Vice Chair Coulter asked, is there anyone else in favor of the application? Is there anyone opposed to the application? Does the applicant have any final comments? Does the staff have any final comments? The public comment portion is now closed and the matter is before the Commission for your consideration.

Commissioner MacMillan stated, I think the changes and new revised plan are far better than what was submitted in the packet. I'm totally in favor of it but I will wait for more discussion or do you want me to make a motion.

Unknown Speaker stated, make a motion.

#### **MOTION/VOTE**

**Commissioner MacMillan moved and Commissioner McIntire seconded the motion to accept the major modification of this major site plan that meet the commercial design standards and the conditions in the staff report. The vote resulted as follows: "AYES":**

**Vice Chair Coulter and Commissioners MacMillan, Kellenbeck, McIntire, Arthur, and McVay. "NAYS": None. Abstain: None. Absent: Chair Fitzgerald.**

**The motion passed.**

#### **5. CITIZEN INVOLVEMENT COMMITTEE: None**

#### **6. ITEMS FROM STAFF:**

PCD Director Glover stated, I wanted to include this in your packet just for your information. City Council had a hearing back in July and a couple of the Councilors had abstained for various reasons. It caused a little confusion as to why they were abstaining. Mark Bartholomew

prepared this memo for Mayor Fowler and I just wanted to share it with you to give you a little background. It mostly comes back to not if you're necessarily against the application but if you truly have a conflict on the matter. I just wanted to provide this to you as some information. I understand from our radio news report that Gerard was reappointed today by the (inaudible) so we still have a city vacancy. I did have interest from one person but he lives in the county so we couldn't do that. Do some arm twisting and get your friends to apply for the position.

Commissioner Arthur stated, I was really puzzled about this abstention thing. It sounded like you had to have your mind made up before you heard everything. It said to do it at the beginning and that doesn't make any sense.

PCD Director Glover stated, it comes down to about having a conflict of interest. If it is regarding a development and you're an investor or you have family members - it is really about conflict of interest. Generally, even when we set something up with Pat Kelly as an example, as a hearings officer, if one of the applicants or if it is an appeal he's reviewing if he is representing that person then he has a conflict of interest. I would think you would know in most situations if you are going to have a conflict with someone because perhaps someone in your household may be an employee of a developer or something similar. If you want more definition on conflict of interest we can get that for you, but it is not if you are supportive or against an application.

Commissioner MacMillan stated, I used the word abstention today because I wasn't here. My understanding is the only time you use that is if you weren't at the previous meeting so you can't really vote one way or the other. On the flip-side, are Councilors using the abstention because they have an opinion already and they didn't want to state it? Is that what was going on?

PCD Director Glover stated, we have a Councilor available to discuss that.

Council Liaison Riker stated, I'm guilty of using the abstention as well as other Councilors and that is why our City legal counsel came out with a definition. The situation we, the Councilors, were using it for was we had an issue before us and yes we had made up our minds, and maybe we didn't like the application, and we felt we didn't want to vote against it and we didn't want to vote for it. We used the route of abstention when we didn't want to take one side or the other.



Commissioner MacMillan asked, did you not want to take a position because you didn't support it or you didn't want to take a position because you didn't know what you wanted to do?

Council Liaison Riker stated, I think a little of both. A lot of it in some cases was we personally didn't feel the information presented was sufficient for us to make a decision. Or, we just weren't comfortable in some way and yet we didn't want to politically take a position for or against it so we thought this was an easy way out. Legal counsel said no, you need to be either for or against it. If you don't like something and you don't have adequate information then come out and say that. Say, I don't have adequate information, I can't make a decision tonight or the decision I'm making is against it only because I don't have adequate information. But, not to just go out in limbo and sort of avoid putting yourself in that.

Vice Chair Coulter asked, were you in a position for a continuance until you got further information? Couldn't that have been a step you had taken?

Council Liaison Riker stated, legal counsel recommended we ask for a continuance if we don't have enough information instead of using an abstention.

Commissioner MacMillan stated, it's not clear to me, maybe I need to reread it, but it's not clear yet what an abstention is. There is no addressing of abstention in State law. It is a recusal. So do we say the word recuse? For instance, I recuse myself if I wasn't at the last meeting.

PCD Director Glover stated, that might be a more appropriate response. The Council is dealing with policy questions so often. When something is coming before you it is going to be land-use, quasi-judicial or legislative. If you don't feel you have enough information, especially if we're in a time-frame, if we're butting up against our 120 days, especially on an appeal, for example, we may not have time to postpone it. Certainly, if staff is not providing you with enough information and we still have the time-frame then request that continuance and specify the information you need and we can bring it back to you. I don't think you're going to come into this too often but I wanted you to be aware of this situation and when it is appropriate to use it.

Commissioner Arthur stated, on the church quarterly business meeting a couple years ago because there was an even split on a vote and somebody had abstained and somebody said the by-laws said that members shall vote and therefore you had to say either yes or no. There

is nowhere in the working world of organizations where that has ever been true that I know of where you have to vote yes or no. You do have the option of neither. I don't know about this one.

Commissioner McIntire stated, I think if you got a Webster's and you looked up the word recuse and abstain you will find a very subtle difference between the two. They are not synonymous. That is something I think we should remember.

Commissioner MacMillan stated, I'm just going to clarify it then further. Recuse means you really can't make a decision because you weren't there, recusing because you have to take yourself out. I think abstention notoriously has been I can't make a decision so I'm just going to step out. Do you see it the same way?

Vice Chair Coulter asked, is there any other discussion because we want to make sure we're providing all the feedback we want to Council.

Commissioner MacMillan stated, I think the feedback is that the Commission completely understands the difference.

Vice Chair Coulter stated, I want to encourage you if you don't feel you have enough information on an application you're more than welcome to go on your own and talk to the development staff. You can talk to Justin or Lora or anyone. That is your right. That is not ex parte information. Am I correct? Right. Please, I encourage you to do that. The other thought I had about this is if I went in to a land-use public hearing and I wasn't persuaded, I was truly on the fence, that could be a point where I would abstain. I wouldn't recuse myself, I would abstain because I really don't know which way to vote. I think that is okay. That is my personal opinion. It is rare. You can't compromise your integrity. If that is what your integrity says, your integrity comes first. That is my opinion. The other factor is, if there was an application and I had a significant moral issue with it that is where I would recuse myself. Then, I would know I can't make a decision based on the criteria in the development code I'd be making the decision based on my moral standing and therefore I'd recuse myself. I think that is appropriate. There could be something where you'd say I could never vote for that, not on development standards, but on my own personal beliefs or something and nobody can twist your arm with that. To me that is a perfect reason to recuse yourself.

Commissioner MacMillan stated, years ago we had a situation where there was strip joint place we were going to talk about. If that applicant had met the requirements we would have had to say yes or no because on this commission it is if you meet the criteria or not. Councilor Riker, you are an elected official and for the public good and when I vote for you or anyone none of the decisions you make are easy. They are always the 49/51 decisions. That is why we elected you. I don't think you should ever use an abstention because that is what I voted for you for. I'm going to be okay as a voter, because you are in an elected position and we are appointed, that even if you go one side or another we can forgive later on. I would have changed my vote five years ago or two years ago or with new information. I think the public good says, requires, and encourages you to take a position. I think it is the hardest one. I'm not running for Council again. I did it once and it was horrible, it's not a horrible job, but we really trust you in that position to make that 49/51 decision.

Vice Chair Coulter stated, I would say it's a great job for the right person that wants it. I think you clarified that very well. As a volunteer, on the Planning Commission, you're not a political body, if I'm ever a chair I'm going to support your decision, that is a perfect example if someone was up here and said I can't go by the development standards because it is a moral issue then I'd say recuse yourself, I don't have a problem with that.

Commissioner MacMillan stated, but in this case the moral issue is going to be decided above us, not here. If I was a councilor at that time I would have had a very hard time voting in a strip joint in downtown Grants Pass. I just would have. I don't know, can they vote at that time because it is a matter of policy. If they met the standards don't you have to follow the same things we do or not? Maybe you have some wisdom here. What's your opinion? They can't really not vote any more than us.

Commissioner Kellenbeck stated, there is still the appeal process. There is State law and Federal law. We've went through this where the Council ignored State and Federal law and got it thrown back at them and then had to approve it. That was the (inaudible). That is always what happens in the end.

Vice Chair Coulter stated, but it is much better to recuse yourself than sit up here and make a decision and vote no, especially us with the criteria and the development code. I can think of a

couple of things that I am not going to vote on, I'm going to recuse myself because it goes to my heart and that is the way it is. When I do vote, I'm always going to vote in accordance with what the development code standards say. It might be a reason I don't run for commissioner, I don't know.

Commissioner Arthur stated, I don't think you should be stopping to poll the public on every issue either because as she said that is why we elected you was to make those decisions. I've heard that discussion several times recently. The other thing is our lovely *Courier* in last night's letters to the editor we have another person strongly suggesting you cut your salary as a City Councilor so maybe you could volunteer.

Commissioner MacMillan stated, I was gone all summer so I really watched the paper. I know there was an issue on Go Rogue or It's the Climate but the only people you're going to hear from are the ones coming out of the wood work. There is a silent majority. You got elected, we trust you, make the decision. The ones that are always speaking I don't know if they're represented. They should be weighed and you should hear what they're saying but I don't know if the newspaper poll is accurate either. I think you're an elected official and you go with what you think is right.


Commissioner McVay stated, the only thought I had on the abstaining or recusing is it seems with recusing you're more personally involved with whatever you're going to vote on and abstaining is maybe you don't have enough information or you don't want to vote on whatever it is. That was my only thought.

Vice Chair Coulter stated, I can see that. Any other comments?

## **7. ITEMS FROM COMMISSIONERS: None**

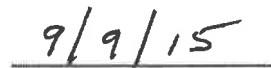
**8. ADJOURNMENT:**

Chair Coulter adjourned the meeting at 6:30 P.M.



Jim Coulter, Vice Chair

Urban Area Planning Commission



Date

These minutes were prepared by contracted minute taker, Becca Quimby.



Item: Resolution adjusting the bulk water rate in  
the comprehensive fee schedule.

Date: October 7, 2015

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**SUBJECT AND SUMMARY:**

In 1980 the City established a rate for the sale of bulk water. The rate has never been adjusted and no longer adequately reflects the cost to provide and dispense the water to our customers. The proposed rate better reflects the true cost of bulk water and allows for the accumulation of funds for replacement of failing equipment.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of **LEADERSHIP** by being fiscally responsible and ensuring efficiency and effectiveness in City operations.

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**CALL TO ACTION SCHEDULE:**

The greatest demand for bulk water occurs during the hottest period of the year. By adjusting the rate during the last quarter of the year, the bulk water customers will be least effected by the increase. Since the rate has not been adjusted since 1980 the rate needs to be a true reflection of the cost to provide this service and should not be subsidized by the other water customers.

Call to action schedule: October 7, 2015.

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**BACKGROUND:**

The City Council established a rate for the sale of bulk water to the public in 1980. The rate in effect in 1980 should have accounted for not only the cost to provide the potable water, but also the additional cost of constructing a facility to dispense the water, the additional staff cost to service the facility and the equipment housed therein and the recovery of the investment in the water system infrastructure necessary to provide the potable water supply.

Since 1980 the cost of metered water to the typical water system customer has increased 225% while the cost of bulk water has never increased. The bulk water rate established in 1980 was \$2.00 per 1,000 gallons of water. Adjusting the cost of bulk water at the same rate as metered water brings the bulk water charge to \$6.50 per 1,000 gallons of water. The rates for water other than bulk water are set at a cost per unit of water which is 100 cubic feet or 748 gallons. The equivalent rate for one unit of bulk water is \$4.86.

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ITEM: 3.a. RESOLUTION ADJUSTING THE BULK WATER RATE IN THE  
COMPREHENSIVE FEE SCHEDULE.

Staff Report (continued):

COST IMPLICATION:

The additional revenue produced by this increase will be used to improve the City's water system infrastructure including the bulk water dispensing facility.

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ALTERNATIVES:

1. Council can adopt the increase to the bulk water rate as proposed.
  2. Council could establish the bulk water rate at another cost.
  3. Council could decide not to adjust the bulk water rate.
- 

RECOMMENDED ACTION:

It is recommended that Council approve the resolution adjusting the bulk water rate.

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POTENTIAL MOTION:

I move to adopt the resolution adjusting the bulk water rate in the comprehensive fee schedule.



## RESOLUTION NO.

### A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS ADJUSTING THE BULK WATER RATE IN THE COMPREHENSIVE FEE SCHEDULE.

#### WHEREAS:

1. The City of Grants Pass finds it necessary and reasonable to adopt fees in order to provide City services; and
2. The City Council has the authority to establish, amend, and update fees and charges imposed by the City; and
3. The City has previously adopted many fees and charges through: 1) changes to the City Code, 2) through Ordinances, 3) by various Resolutions, 4) other means; and
4. These fees and charges are an important part of the resources required for the operation of the City, and in many cases do not cover the costs involved; and
5. Staff has reviewed City fees and charges imposed by the City and has compiled these fees and charges into a comprehensive fee schedule; and
6. It is desirable to improve the City's ability to communicate its fees and charges to its citizens and customers through a consolidated schedule; and
7. There is a need to provide additional funding for the dispensing of bulk water especially since the bulk water rate has not been adjusted since 1980; and
8. The City will be better able to manage and track the City's fees and charges through the use of a comprehensive fee schedule with regular amendments as needed.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass:

**Section 1.** The comprehensive fee schedule is amended to include changes to fees as follows:

UTILITY BILLING FEES	
WATER RATES	
Bulk Water Rate per unit	\$ 4.86

**Section 2.** The revised fees and charges included in the comprehensive fee schedule are effective for all City utility billings beginning November 1, 2015.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 7<sup>th</sup> day of October, 2015.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of October 2015.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_

Item: Resolution authorizing the City Manager to contribute a donation to Riverside West All Sports Park for the Brady Adams Legacy monument.

Date: October 7, 2015

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**SUBJECT AND SUMMARY:**

This resolution authorizes the City Manager to contribute a donation to Riverside West All Sports Park (RWASP) for the Brady Adams Legacy monument.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of **TOURISM AND CULTURAL OPPORTUNITIES**.

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**CALL TO ACTION SCHEDULE:**

Call to action schedule: N/A

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**BACKGROUND:**

Riverside West All Sports Park, a 501 (c) (3) organization is raising funds for a Brady Adams Legacy bronze memorial. Peter C. Sedlow is the sculptor and designer for this project. The project is estimated to cost approximately \$100,000. Once Brady's monument is completed, ownership shall be transferred to the City of Grants Pass and will be placed downtown.

At its September 28, 2015 workshop, Council indicated interest in contributing funds to support this project.

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**COST IMPLICATION:**

Revenue source: \$20,000 is available in the General Fund Policy and Legislation budget.

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**ALTERNATIVES:**

Council can contribute a monetary amount to the Brady Adams Legacy bronze memorial which utilized General Program Operations funds up to \$20,000;

Contribute a larger monetary amount with further direction on funding sources and options; or

Promote the project without monetary contribution.

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ITEM: 3.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO CONTRIBUTE A DONATION TO RIVERSIDE WEST ALL SPORTS PARK FOR THE BRADY ADAMS LEGACY MONUMENT.

Staff Report (continued):

RECOMMENDED ACTION:

No recommendation.

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POTENTIAL MOTION:

I move to approve the resolution authorizing the City Manager to contribute a donation to Riverside West All Sports Park for the Brady Adams Legacy monument.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO CONTRIBUTE A DONATION TO RIVERSIDE WEST ALL SPORTS PARK FOR THE BRADY ADAMS LEGACY MONUMENT.**

**WHEREAS:**

1. Riverside West All Sports Park, a 501 (c) (3) organization is raising funds for a Brady Adams Legacy bronze memorial; and
2. This project is estimated to cost approximately \$100,000; and
3. Once Brady's monument is completed, ownership shall be transferred to the City of Grants Pass and placed downtown; and
4. Council has indicated an interest in supporting this project.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to contribute a donation to Riverside West All Sports Park for the Brady Adams Legacy monument in the amount of \$\_\_\_\_\_.

**EFFECTIVE DATE.** This resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in the regular session this 7<sup>th</sup> day of October, 2015.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of October, 2015.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

